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July 23, 1991

PRIVILEGED AND CONFIDENTIAL
ATTORNEY - CLIENT COMMUNICATION

Mr. Lewis M. Cummings
Supervisor, Records Management
Philip Morris U.S.A.
Post Office Box 26603
Richmond, Virginia 23261

Disposal Suspension Notice and Retention Schedule Maintenance Form

Dear Lewis:

You will find enclosed a copy of a signed Disposal Suspension Notice requiring the retention of blend sheets, or more particularly those records that fall with the category "Blend Sheets" (Record Category Code B1082) as found on the Leaf Department records retention schedule.

I have also enclosed a Retention Schedule Maintenance Form for the Leaf Department. Please make the indicated changes to the records retention schedule for this department and send me the updated pages for my signature.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Arthur J. DeBaugh

Enclosures
cc: Richard G. Reid, Esq. (w/ enc.)
Mr. O. Witcher Dudley, III (w/ enc.)
Ms. Jane Newchok (w/ enc.)

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Source: https://www.industrydocuments.ucsf.edu/docs/kkck0000